ACCESSING MANAGEMENT REPORTS VIA FACES.NET

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Management reports allow supervisors, program managers and now social workers to track various statistics and measures of case management performance. For example, a management report can be generated that tracks which cases have current case plans. Management Reports are accessed through an icon on the Bread Crumbs tool bar that will only appear if you have the appropriate security level. Management reports are now available for social workers via the Internet. They are non-modifiable but may be printed. Management Reports are a useful strategic tool for measuring compliance with Best Practice. As the saying goes, "If it's not in FACES.NET, it DID NOT happen". Management Reports are an excellent way to check if data is being appropriately entered in FACES as set forth by BPIP.

Pointers to Remember:

1. Only workers with the appropriate security will have the Management Reports button available. Typically, this security is reserved for supervisors and above.
2. Both private agency and CFSA social workers still access management reports via the designated online management reports website: https://reports.faces.cfsa-dc.org

How to Access Management Reports from within FACES.NET

Steps Include:

Step 1:   Place your mouse over the **Admin** drop down menu.
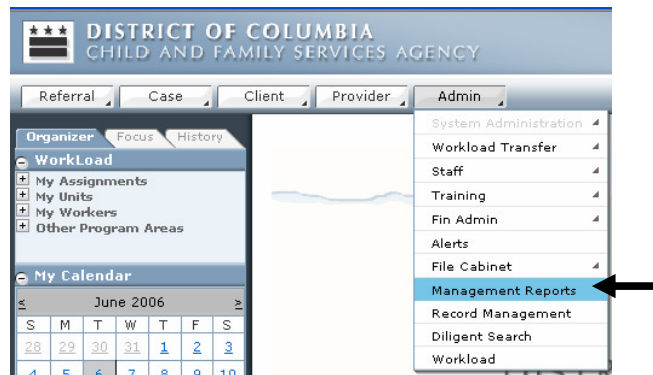
Step 2:   Click on Management Reports.

Figure 1

Step 3:   Choose the Report Category. After a report category is chosen, the list of report titles will be filtered to show only those reports related to the category chosen.
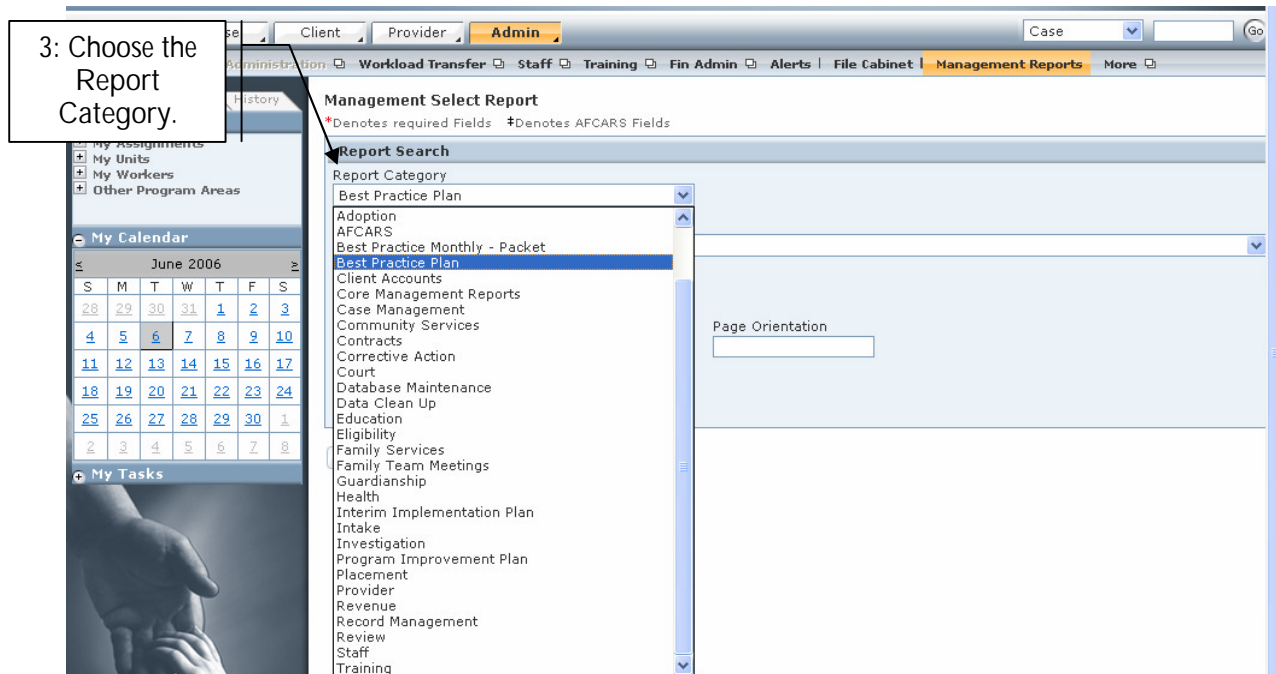
Figure 2

Step 4: Choose a Report Title to view. After this selection is made, the Report Number, Paper Size, and Page Orientation will automatically populate (See Figure 4).
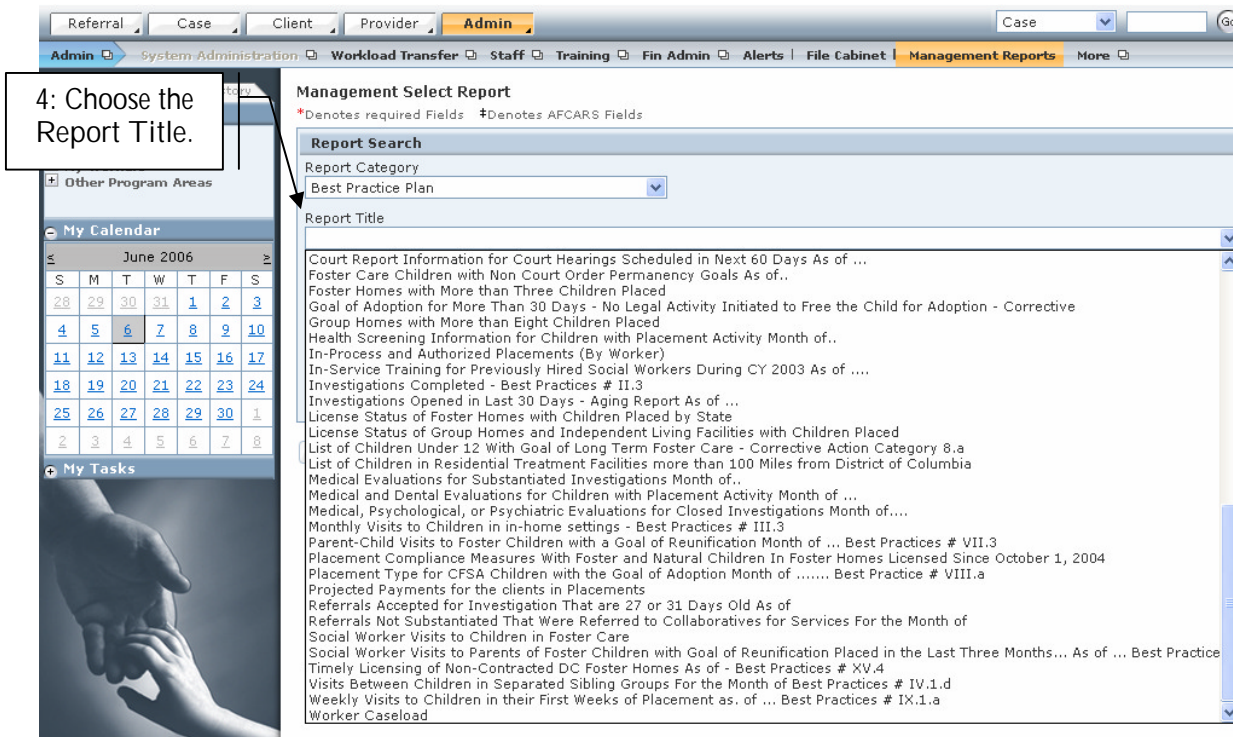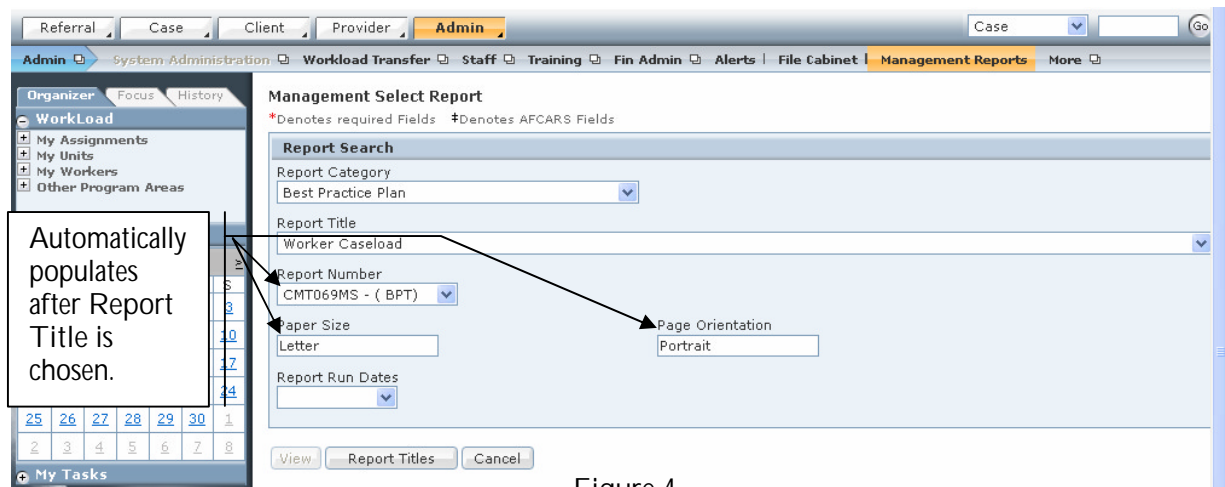

Figure 3

Figure 4

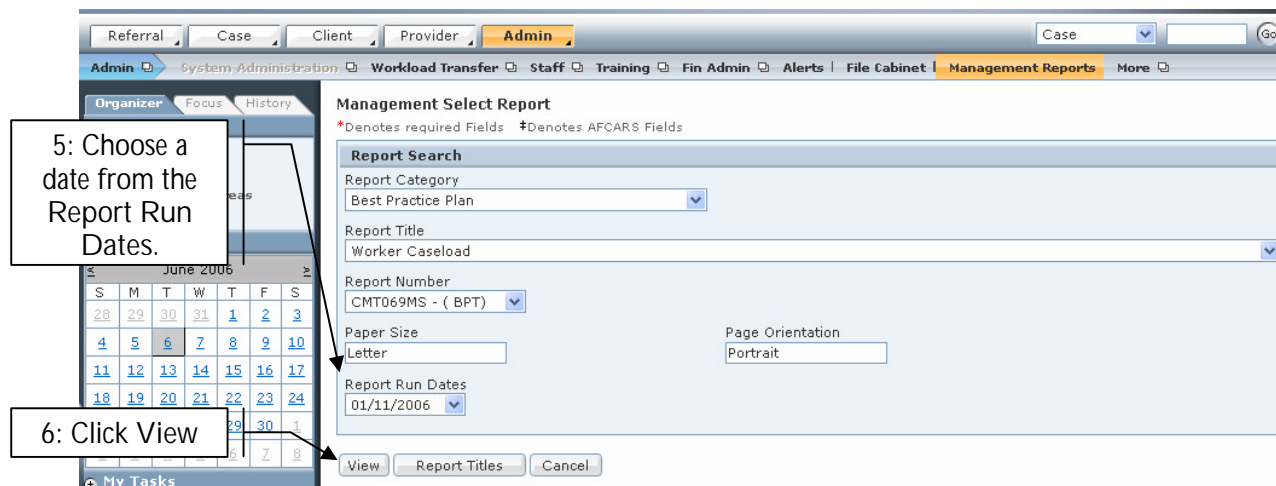Step 5: Choose a date from the Report Run Dates field.

Figure 5

Notes:

- Each management report is assigned a report number. Once a worker becomes familiar with the report numbers designated for certain reports, it may be easier to search for a report by the Report Number filed. If the Report Number is manually chosen at any time, then the system will automatically populate the Report Category, Report Title, Paper Size, and Page Orientation.
- Management reports are run daily, weekly or monthly. Typically this can be determined based on the listed dates in the Report Run Dates field. For instance, if the listed dates from which to choose appear for every day of week, then the report is a report run daily.

Step 6: Click View. Clicking View will generate and open the report. When the report is open, it can then be analyzed, printed and exported if needed.

Most Commonly Referenced Management Reports Include (but not limited to):

- CMT012MS – Parent-Child Visits to Foster Children with a Goal of Reunification
- CMT069MS – Worker Caseload
- CMT163MS – Case Plans for CFSA Children in Foster Care
- CMT164MS – Case Plans for Family Cases
- CMT165MS – Social Worker Visits to Children in Foster Care
- CMT166MS – Monthly Visits to Children in In-Home Settings
- INT003MS – CFSA Hotline Calls
- INV002MS – CFSA Open Investigations by Type and Days Open
- IVV068MS – Intake & Investigation Caseload Count by Worker
- PRD133MS – License Status of Foster Homes with Children Placed by State